

**State of Maine  
Maine Department of Public Safety  
Justice Assistance Council**



**Violence Against Women Act  
Services - Training - Officers - Prosecutors (S.T.O.P)  
2004 Grant Request for Proposals (RFP)  
Announcement**

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## Table of Contents

<b>2004 Grant Request for Proposals (RFP)</b> .....	<b>1</b>
<b>Announcement</b> .....	<b>1</b>
<b>Introduction</b> .....	<b>3</b>
<b>Due Date and Submission Requirements</b> .....	<b>3</b>
<b>Definitions</b> .....	<b>3</b>
<b>Program Scope</b> .....	<b>4</b>
<b>STOP VAWA Purpose Areas</b> .....	<b>5</b>
<b>Maine's Program Priority Areas</b> .....	<b>6</b>
<i>Priority #1 - Coordinated Community Response</i> .....	<b>6</b>
<i>Priority #2 - Sexual Assault Victim Service Expansion</i> .....	<b>6</b>
<i>Priority #3 - Enhanced Adjudication Process</i> .....	<b>7</b>
<i>Priority #4 – Training</i> .....	<b>7</b>
<i>Priority #5 - Policy, Procedures, and Planning</i> .....	<b>7</b>
<i>Priority #6 - Technology and Information</i> .....	<b>7</b>
<b>Eligible Program Activities</b> .....	<b>8</b>
<b>Who Should Apply</b> .....	<b>8</b>
<i>Law Enforcement</i> .....	<b>8</b>
<i>Prosecution</i> .....	<b>8</b>
<i>Victim Services Providers</i> .....	<b>8</b>
<b>Allocation of Funds</b> .....	<b>9</b>
<b>Budget Information</b> .....	<b>9</b>
<i>Match Requirements:</i> .....	<b>9</b>
<i>Supplanting:</i> .....	<b>10</b>
<i>Other Requirements for the Use for STOP VAWA Funds</i> .....	<b>10</b>
<b>Grant Award Period</b> .....	<b>10</b>
<b>Bidder's Questions</b> .....	<b>11</b>
<b>Selection Criteria</b> .....	<b>11</b>
<b>Performance Measures</b> .....	<b>11</b>
<b>Notification of Awards</b> .....	<b>11</b>
<b>Certified Assurances:</b> .....	<b>12</b>
<b>Reporting</b> .....	<b>12</b>
<b>Scoring Sheet</b> .....	<b>13</b>

## Introduction

The Maine Justice Assistance Council is requesting proposals for the STOP (Services • Training • Officers • Prosecutors) Violence Against Women Formula Grant Program (STOP Program) to encourage the development and implementation of effective, victim-centered law enforcement, prosecution and court strategies to address violent crimes against women and the development and enhancement of victim services involving violent crimes against women in Maine. STOP funds are intended to foster more widespread apprehension, prosecution and adjudication of persons committing violent crimes against women. Violence against women entails adult sexual assault, domestic violence, dating violence and stalking.

Administered through Maine Department of Public Safety, the V.A.W.A. Program promotes a coordinated and integrated approach to improving the criminal justice system's response to violence against women, with a partnership among law enforcement, prosecution, courts, and non-profit victims programs.

**Total Program Funds Available:** **\$837,045.00**

**Type of Awards:** Competitive

**Maximum Award Per Project:** Up to the funding allocation category amount

**Eligible Applicants:** State and units of local government; Indian tribal governments; public or private nonprofit organizations; and nonprofit, nongovernmental victim services programs.

**Match Requirement:** Awards made under this grant program may support up to 75 percent of the total cost of each project. Subgrantees must provide a 25 percent nonfederal match. Cash or in-kind services may be used as a match.

**Project Period:** The project period may not exceed one year.

**Application Due Date** By 2:00 PM (local time) October 1, 2004

**Funding Source** Violence Against Women Formula Grant CFDA 16.588

**Contact** Mary Lucia, STOP Grant Administrator  
Phone: 626-3831 or by email at  
[Mary.A.Lucia@maine.gov](mailto:Mary.A.Lucia@maine.gov)

## Due Date and Submission Requirements

Submit an unbound, signed original and six copies of the proposal in a sealed envelope. The envelope must be clearly marked with the bidder's return address and the notation: "STOP Grant" and must be received at the **Division of Purchases, Burton M. Cross Building - 4th Floor, State House Station 9, Augusta, ME 04333-0009** by **2:00 p.m. local time, October 1, 2004** at which time and place they will be opened<sup>1</sup>.

## Definitions<sup>2</sup>

Law enforcement: The term law enforcement means a public agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs).

Prosecution: For the purposes of this Program, the term prosecution means any public office or agency charged with direct responsibility for prosecuting criminal offenders,

<sup>1</sup> Please note that only proposals actually received and date stamped at the Division of Purchases prior to the stated time will be considered; bidders submitting proposals by mail are responsible for allowing adequate time for delivery.

<sup>2</sup> As defined in 28CRF90 (Violence Against Women Act)

including such office's or agency's component departments or bureaus (such as governmental victims services programs). Prosecution support services, such as overseeing or participating in Statewide or multi-jurisdictional domestic violence task forces, conducting training for State and local prosecutors or enforcing victim compensation and domestic violence-related restraining orders shall be considered direct responsibility for purposes of this program.

Victim services: The term victim services means a nonprofit, nongovernmental organization, that assist victims of domestic violence and/or sexual assault victims. Included in this definition are rape crisis centers, battered women's shelters, and other sexual assault or domestic violence programs, such as nonprofit, nongovernmental organizations assisting domestic violence or sexual assault victims through the legal process.

(1) For the purposes of this Program, funding may include support for lawyer and nonlawyer advocates, including specialized domestic violence court advocates. Legal or defense services for perpetrators of violence against women may not be supported with grant funds.

(2) The definition also encompasses Indian victim assistance programs and Statewide domestic violence and sexual assault coalitions to the extent they provide direct services to domestic violence and sexual assault victims.

(3) Governmental victim services programs attached to a law enforcement agency or a prosecutor's office may apply for the portions of the State grant designated for law enforcement and prosecution. Governmental victim services programs contracting with nonprofit organizations (e.g., a county nonprofit shelter) are eligible to apply for the portion of the State grant designated for nonprofit, nongovernmental victim services. Governmental victim services programs that are not connected to a law enforcement agency or a prosecutor's office and are not considered nonprofit organizations may apply for funding through the remaining portion of the State grant that is not designated for a specific program area.

Underserved populations: For the purposes of this program, underserved populations include, but are not limited to, populations underserved because of geographic location (such as rural isolation), underserved racial or ethnic populations, including Indian populations, and populations underserved because of special needs such as language barriers or physical disabilities.

Unit of local government: The term unit of local government means any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a State, or Indian tribe which performs law enforcement functions as determined by the Secretary of Interior.

## **Program Scope**

The Violence Against Women Act stipulates that the use of the funds must address one or more of the eleven STOP VAWA federal program purpose areas. In addition, the Office of Violence Against Women requires that each state develop an implementation plan that describes how States will use STOP funding to enhance responses to victims of sexual assault, domestic violence, and stalking in accordance with VAWA purpose areas. Maine has identified six priority areas that will assist in carrying out the goals of the STOP Violence Against Women Program. Grant funds may be used for activities that address one or more of the federal purpose areas and Maine's priority areas. Applicants should explain what purpose area(s) their project is addressing and how it ties in with one or more of Maine's priority areas in the Program Narrative section of the application.

## **STOP VAWA Purpose Areas**

Subgrantees must meet one or more of the following federal program purpose areas:

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence.
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence.
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecution, and the courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence.
5. Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs; developing or improving the delivery of victim services to underserved populations; providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
6. Developing, enlarging, or strengthening programs addressing stalking.
7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes dealing with violent crimes against women, including the crimes of sexual assault and domestic violence.
8. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
9. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
11. Providing assistance to victims of domestic violence and sexual assault in immigration matters.

## **Maine's Program Priority Areas**

Maine's program priority areas are part of the 2003-05 STOP Violence Against Women Implementation Plan for Maine. The plan represents the work of the Justice Assistance Council and stakeholders from the law enforcement, prosecution, judicial and victim services who participated in planning workshops and other forums. The priority areas represent types of grant projects/activities that will be supported with the grant funding.

### ***PRIORITY #1 - COORDINATED COMMUNITY RESPONSE***

The coordinated community response remains a centerpiece in Maine's efforts to reduce domestic and sexual violence. In addition to continuing services to populations in need and close to Maine's service centers, the multi-year plan will seek programs that enlist the community to both identify and address the needs of elder victims of domestic violence, sexual assault, stalking and other underserved populations.

Programs, that improve coordination of the justice system, and victim service activities in domestic violence and sexual assault are encouraged. Personal safety of victims and effective intervention in patterns of violence remain paramount.

#### Specific Approaches Encouraged:

- a. Development and continuance of proactive response police teams in areas where domestic violence is comparatively high. Additional considerations to determine where such teams are to be funded include: population density and relative size of existing police force;
- b. Expand efforts specifically focused on elderly abuse including the training of additional citizen volunteers to identify and respond to such incidents as well as other services;
- c. To maintain or augment basic core services to victims of sexual assault and domestic violence by organizations whose sole historical function and mission has been to provide services to victims of sexual assault and domestic violence; and,
- d. Encourage MCEDV and MeCASA to work together to assess the legal needs of victims throughout Maine by region and type of assistance needed, and to explore a cost effective approach to meet those needs.

### ***PRIORITY #2 - SEXUAL ASSAULT VICTIM SERVICE EXPANSION***

To build upon the success of Maine's fight against sexual assault by expanding existing victim service programs, facilitating further protocol development and implementation, providing training for judges, other court personnel, prosecutors, law enforcement, and continuing development of coordinated community responses to sexual assault is one of Maine's priority areas.

Since inception of Maine's STOP funding, several sexual assault response teams (SARTs) have been established that promote a coordinated community response.

#### Specific Approaches Encouraged:

- a. Development and maintenance of SART programs to facilitate statewide coverage;
- b. Expansion and maintenance of sexual assault victims service programs; and,
- c. Training of Sexual Assault Nurse Examiners (SANEs).

**PRIORITY #3 - ENHANCED ADJUDICATION PROCESS**

Maine supports the judiciary and other court personnel managing offender behavior and securing victim safety through judicial education and court-related projects.

Specific Approaches Encouraged:

- a. Include bail conditions on the Maine Criminal Justice Network as Protection Orders information is now included.
- b. Support programs that emphasize victim and courtroom safety, accelerate court processes for domestic violence and sexual assault victims, and provide special docketing or dedicated courts to handle domestic violence and sexual assault cases; and,
- c. Training and initiatives focused on sexual assault.

**PRIORITY #4 - TRAINING**

Training is essential to any comprehensive effort to fight domestic violence and sexual assault. Over the past seven years law enforcement, victim service providers and prosecutors have received training in one or more aspects of response to scenes of domestic violence and sexual assault. Training of other criminal justice stakeholders should be explored and coordinated with the Maine Criminal Justice Academy.

Specific Approaches Encouraged:

- a. Continue the bail commissioners training program; and,
- b. Develop improved and specialized training for judiciary, prosecutors, victim's service providers, law enforcement, probation officers, personnel and guardians ad litem.

**PRIORITY #5 - POLICY, PROCEDURES, AND PLANNING**

Maine will continue the development and implementation of more effective police, court, prosecution, bail commissioners and victim service provider protocols, orders, policies and procedures aimed at identifying and responding to domestic violence and sexual assault. The regularity and process for notification of victims varies in Maine. It concerns law enforcement, prosecution, court and victim services providers that not all agencies assess risk in a standardized manner.

Specific Approaches Encouraged:

- a. Develop and implement risk assessment tools and identify precautions for the retrieval of personal property by the victim or alleged abuser; and,
- b. Continue to meet the safety needs of, and understand, women who stay.

**PRIORITY #6 - TECHNOLOGY AND INFORMATION**

Maine has sought to develop and refine information management systems and other technologies for use by the various components of the Maine criminal justice system to better share information among police, prosecution, courts, and victim service providers. In Maine we recognize such support and development as necessary to the improvement of the criminal justice systems technical ability to respond to domestic violence and sexual assault. The capacity to share information enhances safety of victims, assists preservation of evidence for prosecution, and provides data essential for analysis and subsequent planning efforts.

Specific Approaches Encouraged:

- a. Continue working toward uniform reports at all levels of the criminal justice system. Support the identification of an existing data collection and reporting format that can be applied uniformly by the victim service providers in Maine that contributes to the body of data already available from government agencies while not violating victim confidentiality. Such data would include, at minimum, the number of individuals (unduplicated) served, the region and point of contact in addition to other characteristics already being requested by VAWA through the Annual Progress Reports.

**Eligible Program Activities**

Grant funding will support projects that are congruent with the federal program purpose areas and Maine's priority areas. In addition, if there is a gap in services for a particular population or geographic area, priority will be given to those proposals that seek to fill that gap.

In general, STOP funds can support personnel, training, technical assistance, evaluation, data collection and equipment costs that will enhance the apprehension, prosecution and adjudication of persons committing violent crimes against women and provide or improve services for victims.

**Who Should Apply**

Law enforcement, prosecution offices, and victim service agencies throughout the state are encouraged to apply. For example:

*Law Enforcement*<sup>3</sup>

- 1. Municipal Police Departments
- 2. Sheriff's Departments
- 3. Maine State Police

*Prosecution*

- 1. Maine District Attorney's Offices.
- 2. Office of the Attorney General.

*Victim Services Providers*<sup>4</sup>

- 1. Non-profit, non-governmental domestic violence or sexual assault victim service organizations.
- 2. Public or private nonprofit agencies.
- 3. Legal services programs for victims to carry out programs and projects that address the purposes outlined in the application.

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<sup>3</sup> Must submit all UCR data to the Maine Dept. of Public Safety on a monthly basis.

<sup>4</sup> These organizations must show a significant history of providing services primarily to victims of domestic abuse, sexual assault or stalking.



## Allocation of Funds

In distributing funds to eligible applicants, states must:

- Give priority to areas of varying geographic size with the greatest showing of need.
- Take into considerations the population of the geographic area to be served.
- Equitably distribute monies on a geographic basis, including non-urban and rural areas.
- Ensure that the needs of previously underserved populations are identified and addressed.
- Allocate funding in the categories as depicted in the table below. Determination of the allocation categories is based on the services most directly supported by the project. Discretionary funding may be used for any of the categories at the discretion of the Justice Assistance Council and are used to fund projects consistent with the intent of the Act, including those fostered by agencies/organizations that would not ordinarily qualify for funding under the other categories.

Allocation Category	Amount
Victim Services	\$ 264,330.00
Law Enforcement	\$ 220,275.00
Prosecution	\$ 220,275.00
Discretionary	\$132,165.00
<b>TOTAL</b>	<b>\$837,045.00</b>

## Budget Information

### *Match Requirements:*

A grant made under this Program may not cover more than 75% of the total costs of the project funded. In order to determine the 25% match, applicants must divide the Federal funds requested by 3. The resulting figure will equal 25% of the total program cost.

For example, if an applicant is requesting \$25,000 in federal funds, the applicant must provide an additional \$8,333 in matching funds.

Federal funds =	\$25,000 (75%)
Match funds =	8,333 (25%)
Total Program Cost =	\$33,333 (100%)

**The application must identify the source of the 25% matching portion of the budget and how the match funds will be used.** Grantees may meet this match requirement **with either cash or in-kind service.**

In-kind match may include donations of expendable equipment; office supplies, workshop or classroom materials; work space, or the monetary value of time contributed by professional and technical personnel and other skilled or unskilled labor if the services they provide are an integral and necessary part of a funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation.

Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately owned building in the same locality. The basis of determining the value of personal services, materials, equipment, and space must be documented.

The sources of the non-Federal match are governed by OJP's *Financial Guide* issued in 2003 (the Financial Guide is available through the World Wide Web at: <http://www.ojp.usdoj.gov/FinGuide/>). Generally, cash match may be applied from the following sources: 1) funds from States and local units of government that have a binding commitment of matching funds for programs or projects; funds contributed from private sources; program income funds from seized assets and forfeitures; or funds otherwise authorized by law. All funds designated as match are restricted to the same uses as the Violence Against Women Program funds and must be expended within the grant period. The match must be identified in a manner that guarantees its accountability during an audit.

#### *Supplanting:*

Grant funds shall be used to supplement, non supplant non-Federal funds that would otherwise be available for expenditure on activities. Monies disbursed under this Program must be used to fund new projects, or expand or enhance existing projects. The VAWA funds cannot be used to supplant or replace existing funds already allocated to funding programs. Grant funds may not be used to replace State or local funds (or, where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of Federal aid, be available or forthcoming for programs to combat violence against women. This requirement applies only to State and local public agencies; it does not apply to nonprofit, nongovernmental victim services programs. Supplantation will be the subject of application review, post-award monitoring, and audit. Violations can result in a range of penalties, including suspension of future funds under this program, recoupment of monies provided under this grant, and civil and/or criminal penalties.

#### *OTHER REQUIREMENTS FOR THE USE FOR STOP VAWA FUNDS*

- ❑ Non-Profit agencies cannot sub-contract to state agencies or local units of government. However, state and local governmental agencies can sub-contract to non-profit agencies.
- ❑ No grant funds may be spent for construction, office furniture, or other like purchases, e.g., copiers, air conditioners, heat lamps, fans, file cabinets, desks, chairs, and rugs.
- ❑ Grant funds may not be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging.
- ❑ Proposed purchases of food or beverage should be made in writing as part of the application and accompanied by documentation of the anticipated expense(s).
- ❑ S.T.O.P. funds may not be used to support services that focus exclusively on children, to develop sexual assault or domestic violence prevention curricula for schools, or for Rape Aggression Defense training.
- ❑ Grant funds are subject to Federal accounting and audit requirements including the prohibitions on co-mingling funds. Organizations that receive V.A.W.A. funding along with other Federal funds must treat the funds independently with separate cost and reporting centers.

#### **Grant Award Period**

Projects may begin no earlier than December 1, 2004. Project periods may not exceed one year in length. Projects must be completed by June 30, 2006.

## Bidder's Questions

The Department will respond in writing to all substantive questions received. The deadline for written questions is September 15, 2004. Please mail all questions to: Mary Lucia, 104 SHS, Augusta, ME 04333-0104 or by email to [Mary.A.Lucia@maine.gov](mailto:Mary.A.Lucia@maine.gov).

## Selection Criteria

Selection is highly competitive due to limited availability of funds. If the proposal meets the requirements of the scope of the program, a review committee of Maine Justice Assistance Council members and/or peers will review and rate proposals guided by the attached scoring sheet and make recommendations to the Justice Assistance Council. The Justice Assistance Council makes all funding decisions and proposal amounts may be negotiated.

All applications will be evaluated and rated based on the extent to which they meet the following weighted criteria:

Project Soundness	25 Points
Evaluation	25 Points
Service Delivery Section	25 Points
Budget Section	25 Points

## Application Scoring

Applications should contain the following:

- ☐ A precise **project narrative** including **statement of need** (with supporting data);
- ☐ Clarity of **goals and objectives**;
- ☐ Evidence of **collaboration** among community groups, state agencies and criminal justice agencies (letters of support or Memoranda of Agreement as indicated);
- ☐ A clearly articulated **timeline**;
- ☐ A reasonable **budget** that demonstrates that the matching funds comply with the stated federal and state guidelines and limitations; and,
- ☐ A clear **evaluation** design that includes a plan for data collection to document and assess how the project will accomplish its goals and objectives;

The point scale for grading applications will consist of a 100-point maximum score calculated from the attached scoring sheet.

## Performance Measures

Each sub-grantee is required to submit project evaluation data, which describes the measurable outcome, impact and/or product of each VAWA funded project. Proposals must clearly demonstrate a need (quantifiable if possible); how the project goals and objectives are to be reached and measured (in quarterly and final reports); information on the effectiveness of the program, including the number of persons served; and if possible, the number of persons seeking services who could not be served. All proposals must describe how the subgrantee will evaluate their program.

## Notification of Awards

Notification letters will be sent to the successful applicants specifying the grant award amount. It is anticipated that grant awards will be announced by **November 17, 2004**.

### **Certified Assurances:**

All recipients of Federal grant funds are required to comply with certain requirements contained in various Federal laws, i.e., nondiscrimination. All applicants should consult Rider D - Additional Regulations (included in the Application Instructions) to understand the applicable legal and administrative requirements.

### **Reporting**

State: Grantees are required to submit quarterly progress and financial reports. A final report, which provides a summary of progress toward the achieving the goals and objectives of the grant, significant results, and any products developed under the grant, is due 90 days after the end date of the grant. The Justice Assistance Council will provide report forms to grantees.

Federal: Annual Performance Report (APR)

Training: In an effort to coordinate training initiatives and resources, prior to any domestic violence or sexual assault training conducted by the applicant, an agenda and presenters' roster must be submitted to the Maine Dept. of Public Safety, STOP Grant Administrator's Office.

# Scoring Sheet

## FY 2004 STOP GRANT

AGENCY: \_\_\_\_\_  
 CATEGORY: \_\_\_\_\_  
 CODE: \_\_\_\_\_

REVIEWER: \_\_\_\_\_  
 DATE: \_\_\_\_\_

ITEM	VALUE	SCORE	STRENGTHS	WEAKNESSES
<b>PROJECT SOUNDNESS</b>	<b>25</b>			
Are the proposed project activities consistent with the STOP Grant goals, federal purpose areas and Maine's priority areas?				
Is the need for this project clearly demonstrated?				
Does the proposal contain a detailed implementation plan for project activities?				
Is the target population defined?				
Are needs of underserved populations and areas addressed?				
<b>EVALUATION SECTION</b>	<b>25</b>			
Are there well-defined measurable outcomes for this project?				
Does the proposal clearly define how quality and effectiveness will be measured?				
Does the proposal indicate how the evaluation information will be used?				
Does the proposal define how change will be effected?				
<b>SERVICE DELIVERY SECTION</b>	<b>25</b>			
Does the agency have experience providing described services or conducting program activities?				
Do the personnel, individually and collectively, possess the skill; ability and experience to fulfill the intent and purpose of their identified roles and/or will the proposal provide such training?				
Does the proposal indicate involvement of other agencies and community organizations?				
Is there community support?				
Does the proposal satisfactorily address all aspects of the project in a time frame and in a manner that is realistic and likely to be successful?				
<b>BUDGET SECTION</b>	<b>25</b>			
Is the match in compliance with federal regulations and adequately documented?				
Does the budget indicate how this project could continue without continuation funding?				
Is the budget based on objective data?				
Are the budget worksheets accurate?				
<b>TOTAL POINTS SCORED</b>	<b>100</b>			

Signature: \_\_\_\_\_